

Position:	Library Technician - St. Thomas, U.S.V.I.
Position Type:	Full-time 40 hours per week.
Salary Range:	Salary range \$18,000 to \$20,000
Closing Date:	Applications must be received by March 31, 2008. Anticipated start date April 14, 2008 (negotiable).
Location:	Position located within the Third Circuit Library system at the District Court of the Virgin Islands, St. Thomas Division Branch

REPRESENTATIVE DUTIES

- Provides court personnel and public patrons with directional assistance.
- Processes and reviews circulation records and renewal requests; performs circulation inventory; compiles and maintains circulation statistics in print and electronic formats.
- Arranges for interlibrary loans from outside sources using national bibliographic database. Retrieves needed materials from local libraries and internal court libraries including judges' chambers.
- Provides collection maintenance, including filing of library materials, shifting books and shelf-reading.
- Collects and processes library's mail in accordance with established procedures.
- Assists with scanning, barcoding and labeling materials.

REQUIRED QUALIFICATIONS

- A high school diploma or the equivalent.
- Knowledge and ability to perform library maintenance duties following established procedures.
- Knowledge and skill in using the Internet, basic office automation software and equipment.
- Ability and skill to communicate effectively with all library users both orally and in writing.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED SKILLS and QUALIFICATIONS

- An associate's degree or at least two years of college course work from an accredited college or university.
- Working knowledge of the federal courts and court library system.
- Working knowledge of library procedures and practices; library work experience.
- Knowledge of LC classification system and skill in the use of an Integrated Library System.
- Knowledge of library resources available for research.

APPLICATION PROCESS

Send a resume and cover letter either by regular mail, fax, or email to the following:

Clerk of Court, District Court of the Virgin Islands, 5500 Veteran's Drive, Room 310, St. Thomas, VI 00802; Fax 340-773-2843; Email - clerkofcourt@vid.uscourts.gov

BENEFITS AND OTHER INFORMATION

The position is funded by the Government of the Virgin Islands through the Judicial Council of the Virgin Islands. As such, the successful candidate will be entitled to benefits applicable to employees of the Government of the Virgin Islands and subject to the Virgin Islands Personnel Merit System including, but not limited to, annual and sick leave, paid holidays applicable to the District Court of the Virgin Islands, health insurance benefits and retirement benefits under the rules applicable to employees of the Government of the Virgin Islands. Continued employment is subject to funding by the Government of the Virgin Islands. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts.

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